Rubric: Time Management Plan

Description:

Teaching online carries a different set of communication expectations than face-to-face teaching. Students can, and will, send e-mail communications and post to discussion boards at all hours of the day and night. Expectations of response times to e-mail inquiries or discussion posts also vary. It is critical to define and follow a time management plan as an online instructor for several reasons:

1. it establishes a routine, regular time to be present in the learning space adds to teaching presence, and helps give structure to the online classroom; it sets a rhythm for the course;
2. it allows the instructor to focus completely on the online course for designated periods of time, rather than either fitting it in bits and pieces throughout the day/week/term or being constantly interrupted with the course in the remainder daily activities;
3. it allows the instructor to separate online teaching from other obligations.

A consistent schedule and routine help the learner focus more on the learning and less on their own course management.

This rubric is designed to give guidance on the elements that make up an acceptable time management plan. The learner grades their work using the rubric or the work can be submitted to other learners in the group for feedback.

Alignment:

This rubric would provide guidance on the elements to include in a time management plan as well as permit learners to self-assess or to have others assess their performance. In addition, the tool could be used by an instructor to provide feedback on the adequacy of the time management plan.

Criterion	Exemplary	Effective	Baseline
Predictable Presence	The plan defines days and times during each week the instructor will respond to e-mail and discussion board posts. At least 4 times per week for 60-120 minutes on a set schedule and up to 60 minutes each day in an as available manner.	The plan defines days and times during each week the instructor will respond to e-mail and discussion board posts. Minimum 4 times per week.	The plan defines days and times during each week the instructor will respond to e-mail and discussion board posts.
Due Dates & Times (Discussion board posts & assignments)	Aligned with schedule for opening/closing content, posting grades, and weekly summaries; consistently repeating schedule. Avoids noon and midnight deadlines.	Consistently repeating schedule/routine.	As posted.
Grade Postings	Aligned with schedule for opening/closing content, due dates and times for discussion board posts and assignments; consistently repeating schedule.	Consistently repeating schedule/routine.	Within a designated time period following posting or assignment submission.
Weekly Summaries	Aligned with the schedule for opening/closing content, due dates for posts and assignments, and grade postings; consistently repeating schedule.	Consistently repeating schedule/routine.	As new weekly content or modules are available.
Content	New content is regularly made available and old content is restricted, if applicable, at a consistently repeating schedule/routine, which aligns with the schedule for posting weekly summaries, due dates for posts and assignments, and posting grades.	New content is regularly made available and old content is restricted, if applicable, at a consistently repeating schedule/routine.	New content is posted as available and old content is restricted, if applicable, according to the syllabus.
Course Calendar	Entered into the learning management system or course website with regular reminders of upcoming deadlines.	In a separate document or resource, more detailed than the outline in the syllabus.	Outlined in syllabus.